



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

October 12, 2012

CTAC ELECTRONIC PLAN SUBMITTAL & REVIEW PROCESS (CTAC-EPS-EPR)

Beginning November 1st, the complete CTAC process, permitting, plan submittal and plan review can be accomplished from your computer. Code Enforcement customers with an established account and properly licensed can submit a permit application and attach the electronic plans in PDF format for projects fitting the CTAC plan submittal project types listed on the CTAC webpage. A brief description of the process is as follows:

- The prime contractor for the project submits an electronic permit application via the contractor dashboard. All sub-contractors involved in the project must be included on the application. Be sure to select the "CTAC Plan Review & Permit application" option during the permit application process. Do not attempt to attach plans at this point.
- Once you submit the permit application, the application will be identified with a submittal number accessible from your "My permits" page.
- The contractor receives a system generated e-mail providing the submittal number, a project number and a web link to provide access to uploading electronic plan files. This e-mail can be forwarded to a designer of choice so they can upload the plans. Plans may also be uploaded directly from the Contractor Dashboard and the permit page.
- Auto generated e-mails will notify the contractor when plan modifications are needed. The e-mail will include a web link to access the uploading of modified files.

The Project status can be monitored from the permit page or by searching by the project number.

Electronic Plan Submittal requirements are as follows:

- Project types are limited to Business and Mercantile occupancy classifications only, no changes in occupancy classifications. (No change in current policy).
- Project plans shall be compiled into one PDF file including an Appendix B and a table of contents.

- Drawings shall be orientated as Landscape & formatted to scale
- Drawings shall be bookmarked by page.
- The gatekeeper checklist and any other supporting documents shall be separate attachments.
- The electronic permit application must be complete and include all associated trade contractors.
- If the submittal is an RTAP a copy of the approved project must be included in the submittal as a separate file.

Visit our CTAC webpage at www.meckpermit.com for a complete list of plan submittal requirements.